

CHAPTER 4

CERTIFICATION PROGRAMS

A. POLICY

1. The mandatory education, training and experience standards for each career field or position category, which are described in DoD Manual 5000.52-M (reference (c)), constitute the basic career development plans for the DoD Components. The DoD Components may not impose requirements in addition to those specified in DoD Manual 5000.52-M (reference (c)) unless approved by the ACPB established at Chapter 3, section A. of this Regulation. The DoD Components may develop and provide supplementary details for each career field that provide information regarding the specific education, training, and experience competencies (i.e., knowledges, skills, and abilities) that are to be used in the DoD Component by its personnel in formulating the IDPs required by reference (c). If used, DoD Component supplements shall be summarized in documents that are readily available to all the members of the career field or position category to which they apply and that shall be made available to those personnel seeking certification in career fields or position categories other than those in which currently assigned.

2. DoD Manual 5000.52-M (reference (c)) and DoD Instruction 5000.58 (reference (e)) require that each DoD Component establish a certification program through which the DoD Component determines that each acquisition workforce member meets the mandatory standards (education, training, and experience) established for a career level (i.e., I, II, or III) in an acquisition career field. In so doing, each DoD Component shall establish a certification process which ensures that the fulfillment of training requirements or waivers of mandatory standards which lead to individual certification are based on attainment of competencies (i.e., the knowledges, skills, and abilities) at the applicable level in the applicable career field.

3. Properly authenticated, individual certifications and waivers of mandatory standards shall be afforded reciprocal recognition in all DoD Components. Reciprocal recognition means that where certifications or waivers are credited per se there shall be no distinction in the credit afforded based on the DoD Component in which the certification or waiver originated or based on the authenticating official. That policy shall apply to all personnel processes, including:

a. The quality ranking of candidates for acquisition workforce positions.

b. Selection and development of Acquisition Corps members.

c. Selection of individuals for training, development, or career-enhancing assignments.

d. Reduction-in-force.

e. Priority placement.

f. Performance management (including appraisal).

4. Those policies shall neither preclude nor limit the substantive review of individual qualifications in such merit-based processes such as the evaluation and consideration of eligible candidates for selection for appointment, promotion, assignment, or placement.

5. The authority to waive the mandatory standards required for all certification levels established in DoD 5000.52-M (reference (c)) shall be as specifically delegated by the Head of the DoD Component within the delegation framework provided at Chapter 2, paragraphs H.1.a. through H.1.b., of reference (c). In the case of those DoD Components with insufficient organizational structure to provide for a waiver, within the DoD Component, at the management levels prescribed, the DoD Component shall consult with the Deputy DACM and process the waiver accordingly.

B. CERTIFICATION PROCESSES

Each DoD Component shall establish a certification process which is integrated with existing DoD Component personnel procedures and practices to the fullest extent practicable. Certification programs shall conform to the following general requirements:

1. The process shall provide for the applications of DoD Component personnel for certification in career fields other than those in which the individuals are currently assigned. Where there is insufficient career field or position category representation in the DoD Component to provide for an authoritative review of individual qualifications, that official in the individual's chain-of-command who would otherwise authenticate the certification (or waiver of standards, as applicable) shall obtain a recommendation from an appropriate official with requisite functional expertise in the applicable career field or position category in another PoD Component. All DoD Component officials shall cooperate in the expeditious review of such certification applications. The Deputy DACM shall publish an annual listing of officials, designated by the DoD

Components, who are available to assist with certification reviews.

2. Unless previously certified, all personnel appointed, promoted, assigned, reassigned, or detailed (in excess of 120 days) to a position or billet covered by a certification standard shall be reviewed for certification within 30 days of the effective date of the action.

3. Whether or not exempted from the requirement by position incumbency (i.e., the grandfathering provisions of DoD Instruction 5000.58 (reference (e))), all acquisition workforce members shall be reviewed for certification in the position or billet encumbered no later than June 30, 1993. However, the DoD Components shall make every effort to accomplish workforce certification as soon as possible after the date of this Regulation.

4. The review of civilians at GS/GM-13, or above, for certification shall be accomplished before to or concurrent with the review of the same individuals for selection for membership in the Acquisition Corps.

5. The DoD Components may develop and utilize certification forms as needed to facilitate certification reviews and post-certification documentation and reporting. Minimum necessary documentation shall include the identity (name, position title, series, military occupational code, grade or rank) of the persons reviewed for certification, the career fields or position categories for which the persons were reviewed, the summary basis for the conclusions reached by reviewing officials, and the outcomes of the reviews.